

How To Navigate...



October, 2004

Navigating Grants Online...

The Grants Online system was built to be as intuitive and easy to navigate as possible. The system development is continually progressing and is nearing completion. As the iterative development process advances, both NOAA and STG/BearingPoint are testing the system to verify it is an intuitive environment. One way to measure the system's intuitive capacity is to examine navigation.

There are numerous ways to navigate through the Grants Online system. Due to the many user types that play a role in the grants lifecycle process, the system was developed to emulate a circular path. The circular nature of Grants Online allows different users to go directly to the part of the system that is relevant to their job function and task that needs to be completed, without having to start at the beginning and navigating through non-essential screens.

Users can access their particular assignment by activating the link under the task heading in the Inbox (see graphic on second page). Additionally, users can navigate to the heading page such as the one shown on the right (RFA). These header pages will have links to corresponding documents. The cyclical path the system allows for will help facilitate accessibility for all user types within Grants Online.



Who To Know...

The Skill Building phase of training kicks off shortly with the first of many training classes scheduled to begin on October 25 in Gaithersburg, MD. Before training commences, we would like to introduce the **Training Team**:

Mark La Fave: Team Lead; FPO, RFA, and GMD Instructor

Charlotte Arnoldson: FPO and RFA Instructor; Webinar leader

Jennifer Hippert: FPO, RFA and GMD Instructor; Webinar leader

Jennifer Cha: FPO and RFA Course Instructor; Webinar leader

The training team is looking forward to working with you!

Message To Our NOAA Community

The third installment of the Grants Online newsletter is intended to demonstrate ways for you to navigate the Grants Online system. We invite you to please read this newsletter in its entirety, as it will provide you with valuable information about Grants Online. As always, we welcome your feedback and ask that you submit any questions, comments or concerns to our GrantsOnline.QandA@noaa.gov email address.

- Grants Online Training Team

NOAA Grants Online

Welcome to Grants Online Jennifer Hippert

RFA

Id: 105638 **Title:** Effects of snakeheads on MD ecosystem
Creator: Jennifer Hippert **Create Date:** 10/07/2004
Status: RFA Published **Status Date:** 10/07/2004
Last Action User: NOAA Default User

[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you.

RFA Header Information

Document ID:	105638	CFDA Number:	Chesapeake Bay Studies
Announcement Type:	I	SubProgram:	Fisheries Research
Funding Opportunity Number:	LO-PO-2004-2335	Assigned Program Officer:	Fisheries
Line Office:	Fisheries	Assigned Program Officer:	Ms. Jennifer Hippert
RFA Name:	Effects of snakeheads on MD ecosystem	Anticipated Publication Date:	10/08/2004
Fiscal Year:	2004		

Sub Documents

Type	Id	Title	Creator	Create Date	Last Action User	Status	Status Date
Competition	105641	Effects of snakeheads on MD ecosystem	Jennifer Hippert	10/07/2004	Jennifer Hippert	IN Progress	10/07/2004
Review Event	105642	Snakehead Review	Jennifer Hippert	10/07/2004	Jennifer Hippert	ConfirmReviewEvent Complete	10/07/2004
Federal Funding Opportunity	105648	Effects of snakeheads on MD ecosystem	Jennifer Hippert	10/07/2004	Jennifer Hippert	Publish Complete	10/07/2004
Federal Register Notice	105649	Effects of snakeheads on MD ecosystem	Jennifer Hippert	10/07/2004	Jennifer Hippert	Publish Complete	10/07/2004

Associated Documents

Type	Id	Applicant/Title	Creator	Create Date	Last Action User	Status	Status Date
Application	105650	University of Maryland	Jennifer Hippert	10/07/2004	Jennifer Hippert	IN Progress	10/07/2004
Application	105653	Maryland Game Commission	Jennifer Hippert	10/07/2004	FisheriesPO	ReviewMinimumRequirementsChecklist Complete	10/07/2004

Documents can be accessed by activating the hyperlink from any eGrant file header page (RFA Header shown here)

Inbox Tasks

DOCUMENT TYPE:
Query dropdown field

STATUS:
Type of document displayed: OPEN, CLOSED, or ALL

DOCUMENT TYPE:
Classifies document type. Run queries based upon document type in dropdown field to the left

TASK ID:
Workflow assigned task number

VIEW:
Activating this hyperlink will take you directly to the page of the activity to be initiated and performed

TASK NAME:
Indicates the type of activity to be performed

DOCUMENT ID:
This is the corresponding ID number that will follow the document throughout the entire grants lifecycle process

View	Task ID	Task Name	Task Description	Task Status	Document Type	Document ID	Start Date
View	10747	Select Applications		In Progress	COMP	105595	10/06/2004 05:27 PM
View	10732	Select Applications		In Progress	COMP	105594	10/06/2004 05:22 PM
View	10521	Confirm Review Event		In Progress	RE	105507	10/04/2004 02:22 PM
View	10490	Confirm Review Event		In Progress	RE	105513	09/30/2004 06:00 PM
View	10486	Confirm Review Event		In Progress	RE	104714	09/30/2004 06:00 PM
View	10427	Close Out		In Progress	RE	105066	09/30/2004 12:02 AM
View	10421	Close Out		In Progress	RE	104790	09/29/2004 12:02 AM
View	10201	Confirm Review Event		In Progress	RE	105396	09/07/2004 11:35 PM
View	9823	CM Review Selection Package		In Progress	SELPKG	105012	09/01/2004 04:33 PM
View	9693	Confirm Review Event		In Progress	RE	105110	09/01/2004 02:52 PM

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Community Focus...Review and Approve Users

The review and approve community at NOAA consists of many types of users. These users play a vital role in the grants lifecycle process. The various tasks they need to perform in the system are easily accessible and intuitive. For this reason, specific groups have been identified and will receive targeted training based upon their role in the Grants Online system. The Review and Approve User groups are identified as:

- Financial Assistance Law Division (FALD)
- Office of Legislative and Intergovernmental Affairs (OLIA)
- Office of the Inspector General (OIG)
- Budget Officer
- National Environmental Policy Act (NEPA) Official
- Selecting Officials
- Requestor
- Public Affairs

As most of these user groups will have minimal activities in the system, they will receive effective training via self-paced tutorials and Webinars. The user groups needing slightly more detailed guidance (FALD, Budget Officers) will receive training through both live and self-paced Webinars. Additional information regarding these training sessions can be found on the Grants Online PMO website:

http://www.ofa.noaa.gov/~grantsonline/gol_training.html

Training Update

The **Skill Building** phase of training begins October 25th and will run through December 3rd. The Grants Online training team is still accepting registration forms. These sessions will be broken down in order to ensure that training is targeted to the specific audience/user group. You can view the Skill Building training schedule and learn more about what each session entails by going to the training page on the Grants Online PMO website: http://www.ofa.noaa.gov/~grantsonline/whats_new.html

Did You Know...

...Navigation tips and tools will be provided during the Skill Building phase of training?

Important Contact Information

Website Address for Grants Online Information (Training, FAQ's, Documents, etc.): http://www.ofa.noaa.gov/~grantsonline/whats_new.html
 Training questions, Grants Online questions, etc. can be sent to: GrantsOnline.QandA@noaa.gov or GrantsOnline.Training@noaa.gov
 BearingPoint Training Team: Katie Hermosilla, Mark La Fave, Charlotte Arnoldson, Lionel Ovide, Jennifer Hippert, and Jennifer Cha